



# Secretary's Directive

MARYLAND DEPARTMENT OF JUVENILE JUSTICE

DIRECTIVE NO. 00-08

EFFECTIVE DATE: November 30, 2000

**TO: All Department Personnel**

**SUBJECT: Compliance with State Personnel and Pensions, Articles §§7-501 et seq.  
- Standards for Personnel Evaluation**

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Effective this day, I am issuing this policy directive concerning adherence to the attached establishment of a policy regarding:

**Completion of Performance Evaluations in a timely manner  
in accordance with SPP §7-501 et seq.**

This policy directive shall remain in effect until and unless this directive is superseded by a published regulation. This directive is the policy of the Department of Juvenile Justice and is effective immediately. This policy directive shall be distributed to all department personnel and shall be included in all appropriate policy manuals and training materials. Failure to obey this policy directive will effect a manager or supervisor's performance appraisal, SPP Article §7-501(d)(3), and shall be grounds for discipline up to and including termination.

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Bishop L. Robinson  
Secretary



MARYLAND DEPARTMENT OF JUVENILE JUSTICE


Unit or Area: **All DJJ Units and Facilities**

Policy Number: **01.03.36**

Subject: **Standards for Personnel Evaluation**

Effective Date: **11/30/00**

Approved: \_\_\_\_\_



Review Cycle: 1 Year

**I. POLICY:** The purpose of this policy is to standardize operational procedures and insure consistency in personnel issues for completion of employee performance appraisals.

**II. AUTHORITY:** Annotated Code of Maryland, Article 83C

State Personnel and Pensions, Articles §§7-501, 7-502, 7-503, 7-504

The performance of each employee in the skilled service professional service, and management service shall be evaluated in accordance with SPP §7-501 et seq.

(Contractual employees will receive performance evaluations but are not eligible for bonus awards)

**III. TRAINING**

All employees shall receive training in the performance appraisal process upon entry into service.

Each supervisor shall attend mandatory training by the Department on the methods and procedures required in the performance appraisal process.

All supervisors and managers shall receive training in uniform employee assessment practices.

#### IV. PROCEDURE

Each supervisor shall compile a list of the Entry Of Duty date for all employees in their unit from the Department of Personnel.

- All managers and supervisors shall meet with each employee assigned to their unit for which the supervisor has primary direct responsibility **on** their entry to duty date, to establish the employees job duties, and to establish goals to be achieved during the appraisal period.
- Performance appraisals shall be completed by all managers or supervisors for all employees for which the supervisor has primary direct responsibility at 6 month intervals from their entry to duty date.

1. a mid-year performance appraisal and;
2. an end-of-year performance appraisal with an overall performance rating.

Each employee shall be rated on a performance appraisal as follows:

- (1) outstanding;
- (2) exceeding standards;
- (3) meets standards;
- (4) needs improvement; or
- (5) unsatisfactory.

- A preliminary appraisal must be presented to the employee within **one week** after the 6 month reporting period ends.
- An employee's self assessment shall be completed within **one week** after the 6 month reporting period ends to review and discuss the employee's self assessment and the supervisor's assessment.
- A final performance appraisal shall be completed on every employee not later than **four weeks** after the 6 month reporting period ends.

## Completion of Performance Evaluation

Policy Number: 01.03.36

SUBJECT: Standards for Personnel Evaluation

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Factors in evaluating a manager's or supervisor's performance shall include:

- (1) attendance at any required performance appraisal training;
- (2) adherence to established methods and procedures in conducting performance appraisals;
- (3) the timely completion of performance appraisals for employees assigned to the supervisor; and
- (4) the results of an anonymous survey of employees assigned to the supervisor in accordance with procedures established by the Secretary if there are over 5 employees in the unit.

### **V. DELEGATION**

The Secretary may delegate the authority to sign off on PEP evaluations to anyone he deems appropriate.

Area Directors sign off on appraisals in their area, superintendents sign off on appraisals for their institutions; Deputy Secretaries sign off on appraisals for staff under their direction as needed.

Secretary will sign off on appraisals of executive staff.